



# INDAH ROSALIA PERMATASARI

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## SUMMARY

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Human Resource with more than 5 years of experience managing wide range of HR function including recruitment, employee relations, industrial relations, training and development. Directly overseeing a team with 5 PIC, adept to assisting administration of the employee performance programs, reduce turnover and recruiting candidates for all positions. Increase employee satisfaction by implementing a comprehensive employee benefits and compensation program. Excel in continuous learning and constantly seeking opportunities to enhance capabilities.

## EDUCATION

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**S1 Sarjana Fisika (S.Si)** **Apr 2017**  
**UNIVERSITAS BENGKULU**

## WORK EXPERIENCE

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**HR Recruitment, CV Samudera Motor** **9 Nov 2023 - 13 Mei 2024**

- Lead recruitment and onboarding employee process
- Compiling and scheduling employee training development (product knowledge & service excellent
- Manage HR administration, provide performance reports, monitor attendance, manage performance appraisals, organize team-building events, and handle daily administrative tasks.

**Business Development Executive, PT AbiShar Technologies Indonesia** **18 Nov 2023 - 29 Feb 2024**

- Identifying new market opportunities, building client relationships, and creating growth strategies
- Compiling work plans, conducting market research, and collaborating with internal teams for competitive market development.

**HR Outsourcing, PT Asia Outsourcing Services** **8 Mei 2019 - 2 Nov 2023**

- Company PIC overseeing client collaboration and BPO projects
- Manages 500 employees for 7 clients across industries
- Handles end-to-end recruitment, HR administration, and payroll
- Develops HRIS database and administers employee benefits
- Manages employee relations, performance appraisals, and legal compliance
- Procures office equipment and ensures smooth business operations.

**Bancassurance Specialist, PT BNI Life Insurance** **6 Feb 2018 - 29 Apr 2019**

- Selling BNI Life Insurance at 5 BNI BANK Outlets in Kelapa Gading
- Providing policy services, educating customers, handling complaints, and maintaining relationships with internal and external parties.

**HRGA Staff , PT GIAT Group** **Aug 2017 - Feb 2018**

Covering existing staff on maternity leave, for following scope of work :

- Organizing schedules for Drivers, Cleaning Service, IT Staff, and Security shifts
- Monitoring office vehicle usage
- Creating Purchase Orders/ Work Orders and supervising lunch catering
- Handling BPJS and Life Insurance registration
- Overseeing petty cash expenses and submitting daily reports to the Finance department.

## ADDITIONAL INFORMATION

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### Technical Skills

- HR & Headhunting experience
- Recruitment & talent acquisition
- Administrative management
- Sourcing & Interview
- Training and Development

### Soft Skills

- Strong Communication
- Negotiation
- Problem solving
- Time management
- Ability to Work Under Pressure
- Adaptability and engaged

**Tools :** Microsoft Office (Word, Excel, Power Point & Outlook), Google Workspace, SAP, LinkedIn, CRM, HRIS and HRMS System, Zoho Recruit & Canva Design.

**Languages:** Indonesia, English, Japan

### Certification

- Certificate of Completion "Basic Human Resources", Kelas.com - April 2024
- Payroll Management, ManajemenSDM.net - April 2024
- HR For Non HR, Kelas HR - Maret 2024
- Building Small Language Model from Scratch, Skill Academy - Maret 2024
- Asosiasi Asuransi Jiwa Indonesia (AAJI), BNI Life - Maret 2018